# Lesson Five: Managing Text Flow

# **05.01.png**

## Software Orientation

The Page Layout tab contains groups of commands that will produce a formatted document’s layout for the entire document or sections of the document

Commands in the Page Setup allow you to ?

Inserting section breaks into the document enables you to change the page setup for an existing section in the document without affecting the other pages in the document.

*Think: When would this be useful?*

The \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ provides options to hyphenate words in a document automatically or manually and the non-breaking space wraps text to the next to avoid breaks at the right margin to create a uniform look.

In the \_\_\_\_\_\_\_\_ group, Word contains features that control how a paragraphs breaks within the document and pages.

You control the pagination in the document by preventing widows and orphans to break in the document, or keeping text together, lines together, and determining where page breaks will break in the document.

*Look at your vocabulary, what are widows and orphans?*

List some ways text can be managed.

## Setting Page Layout

The layout of a page helps communicate your message.

Why is it important to have a specific page layout?

## Setting Margins

***Margins* :**

**What Tab and group do you use to change the page margins?**

## Selecting a Page Orientation

A document’s orientation determines what direction the text extends across the page.

A document in portrait orientation is 8½” by 11”, whereas a document in landscape orientation is 11” x 8½”.

As you plan and format a document, you must choose its page orientation.

*Portrait orientation:*

*Landscape orientation:*

## Choosing a Paper Size

What is the standard Paper Size?

## Working With Breaks

Word automatically inserts page breaks in multipage documents. There may be times, however, when you will be working with documents that contain various objects or special layouts that require you to control where a page or section breaks. You can insert and remove these manual page breaks and section breaks, and you can control word hyphenation or set nonbreaking spaces in Word.

## Inserting and Removing Page Breaks

A **\_\_\_\_\_ \_\_\_\_\_\_\_** is the location in a document where one page ends and a new page begins. You may also decide where to insert the manual page break or set specific options for those page breaks.

Page breaks display as \_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ with the words *Page Break* in the center in the Print Layout view

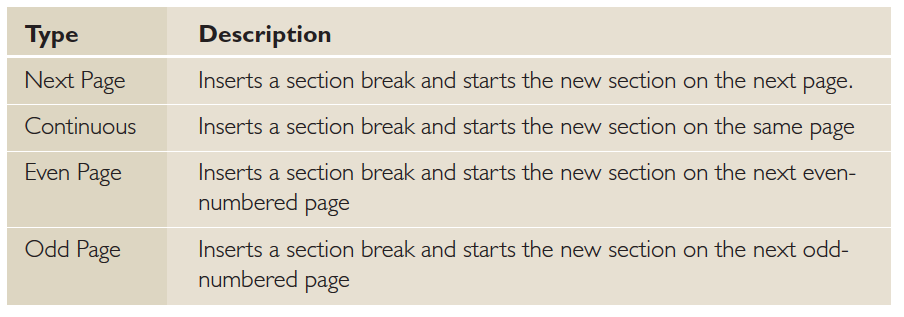
## Inserting and Removing Manual Page Breaks

What are the three types of breaks? List and define

## Inserting Section Breaks

A ***\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_*** is used to create a layout or formatting changes in a portion of a document. It appears with a dotted double line, labeled *Section Break*.

When would you use a section break?



## Using Hyphenation

Hyphens, shown as the punctuation mark - , are used to join words and separate syllables of a single word.

By default hyphenation is turned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Inserting Non Breaking Spaces

What is a non-breaking space.

## Controlling Widows and Orphans

A ***widow***

An ***orphan***

## Setting Up Columns

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_***are vertical blocks of text in which text flows from the bottom of one column to the top of the next.

Why are newspapers, magazines, and newsletters are formatted in columns?

By default, Word documents are formatted as single column, but you can change that formatting to display multiple columns or columns of varying widths.

## Formatting Columns

Where do you add and format columns?

What are the different format styles?